



## **THE COURT OF COMMON PLEAS OF STARK COUNTY**

**115 CENTRAL PLAZA NORTH  
CANTON, OHIO 44702  
(330) 451-7931  
FAX (330) 451-7740**

### **NOTICE OF POSITION POSTING**

**POSITION TITLE: RECEPTIONIST/SECRETARY – ADMINISTRATIVE OFFICE OF THE COURT  
STARK COUNTY COURT OF COMMON PLEAS**

The Stark County Court of Common Pleas is seeking an individual to serve as the Receptionist/Secretary for the Administrative Office of the Court, located in the Stark County Courthouse. Essential Duties and Responsibilities: Under the direct supervision of the Court Administrator and the indirect supervision of the Deputy Court Administrator, this position is responsible for the receptionist and secretarial duties of the Administrative Office, including answering calls to the office; greet and assist all visitors to the Administrative and Judges' offices; prepare correspondence, reports and other documents as needed; receive and sort all incoming mail and packages and direct to appropriate office/staff member; assist with the coverage of and perform clerical and support duties for Judges' offices and other departments of the Court. Other duties and responsibilities as listed in the job description.

Qualifications: Must possess a high school diploma or equivalency diploma. Must possess a minimum of six months to one year experience working in an office setting. Must possess previous experience in office procedures and operations; using multi-line phone system; use of computer software programs, including word processing and spreadsheets; use of office equipment.

**SEND COVER LETTER AND RESUME' TO:**

**MARC R. WARNER, COURT ADMINISTRATOR  
115 CENTRAL PLAZA NORTH, SUITE 400  
CANTON, OHIO 44702**

Date posted: June 22, 2015